Job Loss Analysis

ID No: 2000013 **Status:** Closed **Original Date:** 11/Nov/2009
Last Review Date:

Organization:

SBU: Global Manufacturing
BU: Global Mfg – Shared
Work Type: Technical Process Engineering
Title (Work Activity): Process Engineering Plant Test Run
Site/Region:

Personal Protective Equipment (PPE)	Selected	Comments
Additional Task Specific PPE		
Other		

Reviewers

Reviewers Name	Position	Date Approved
Michelle Johansen	Process Engineering Manager RI Refinery	11/11/09
Malcolm White	Process Engineering Manager	
Joe Ninneman	Lead Process Engineer	
Gary Neville	Lead Process Engineer	
Andy Waterman	Lead Process Engineer	

Development Team

Development Team Member Name	Primary Contact	Position
Gareth Thomas		Process Engineer
Mathew Sprague		Process Engineer
Chris Teasdale		Process Engineer
Richard Jeremy		Process Engineer
Elen Jones	Yes	Process Engineer

Job Steps

No	Job Steps	Potential Hazard	Critical Actions
1	General Planning	1. Data collected from the Test Run may not add any value. 2. Test Run may cause a reduction in product rate and/ or impact the product quality or may conflict with Planning/Scheduling Refinery plan. 3. No communication between stakeholders.	1. Outline what the Test Run is trying to achieve. Discuss the Test Run goal with Lead Process Engineer and Planning/Scheduling and gain agreement as to whether the Test Run is economically viable. 2. Inform planning/scheduling of the potential impact the Test Run may have on the product – agree best timing for the Test Run (i.e. when the Test Run will have limited impact on the Refinery's Operation). 3. Communicate Test Run intentions to all stakeholders.
2	Process Planning	1. Inadequate procedure in place. 2. No contact details left with the procedure in the event of a unit upset/ or answer any urgent queries out of hours. 3. Failure to monitor progress of Test Run as monitoring tools not in place. Complete set of data points not achieved. 4. Operations follow the Procedure – but steady state not achieved resulting in incomplete set of data points. 5. Sample point unavailable. 6. Personnel exposure during collection of samples. 7. Field instruments not working during the Test Run. 8. Failure to locate the field instruments during the Test Run. 9. DMC/ Process Control constraints.	1.Have a risk assessed procedure in place. Key stakeholders should be involved in risk assessing/ commenting on the procedure. 2.Procedure to include contact details of Process Engineer running the Test Run and also back up in the event of not being able to contact the primary contact. 3.Ensure that all critical variables are being monitored prior the Test Run. Add to the PMO. 4.Review whether 24hr Process cover is necessary to monitor whether steady state has been achieved prior to Operations making a move. 5.Field check the sample point and confirm with Operations that the sample point is operational and is safe to operate. 6.Review whether additional PPE or special equipment should be used when taking the samples. 7.Field check all instruments with operations prior the Test Run. Take action to repair if necessary. 8.Tag the field instruments so that they are easily located by Operations and Process during the Test Run. 9.Inform the Control Group of the planned Test Run and get their assistance where needed.

3	Operations Planning	1. Operations unaware of Test Run – Test Run delayed as a consequence. 2. No instructions in place for Operations to follow – Test Run does not progress outside of the Process Engineer's working day. 3. Insufficient manning on shift to take the required samples.	1.Communicate via the Operation's Morning Meeting and also the Daily Operations Instructions (DOI) that Test Run is taking place. DOI should reference the procedure number. 2.The necessary moves required by the Test Run are outlined in a Risk Assessed Operations Procedure. 3.Confirm with Operations Advisor that the shift manning will allow for samples to be taken. Review whether additional cover is required.
4	Lab Planning	1. Lab unable to process samples due to lack of equipment. 2. Lab unable to process samples due to lack of manning. 3. Time elapsed between the Lab analysis and release of results too long. 4. Incorrect test method. 5. Loss of samples. 6. Missing analysis.	1.Confirm with lab prior to test run that they have the equipment available to carry out the necessary analysis. 2.Confirm with lab whether they will be able to process the samples given to them during the dates of the Test Run. 3.Agree timeframe of analysis and issuing of results. 4.Communicate with lab to determine what test method is required. Review test for potential interferences that may cause poor results. 5.Decide how many repeat samples should be taken, and agree with lab whether they can do the testing. Agree with Lab how long samples should be retained for. 6.Cross check all results as they're being received and communicate any shortfalls to the lab.
5	Performing Test Run	1.Not identifying potential problems during the Test Run that affect outcome. 2.Not keeping key players in the loop.	1.Identify deviations from predicted results. Troubleshoot as necessary. 2.Communicate Test Run progress to stakeholders.
6	Documentation and Implementation of Results.	1.Failure to capture Test Run findings in Report. 2.Unit continues to run sub optimally.	1.Document Test Run data and conclusions in report. Issue to relevant parties of the Process and Operations Team. 2.If applicable, and agreement from Operations and the Lead Process Engineer implement findings from the test run.